

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services
<b>Position Title:</b>	Nutrition Site Manager	<b>Pay Grade:</b>	1
<b>Date:</b>	September 2014	<b>FLSA:</b>	Non-exempt
		<b>Reports To:</b>	Aging and Disability Resources Division Manager

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**Purpose of Position**

The purpose of this position is to provide nutrition services that assist older individuals to live independently, by promoting better health through improved nutrition and reduced social isolation through programs coordinated with nutrition related services.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assembles and serves timely meals, including packaging home delivered meals.
- Complies with food safety standards.
- Monitors and orders meal counts and site supplies.
- Coordinates meal delivery with drivers.
- Prepares dining room setup and cleanup and cleans kitchen and restrooms.
- Greets participants and takes reservations and cancellations.
- Completes cursory assessment for home-delivered meals.
- Compiles meal participation statistics and completes weekly and monthly reports, including daily rosters.
- Provides training and guidance to meal site volunteers.
- Coordinates special events, entertainment, and activities.
- Follows up on well-being of no-show participants and contacts appropriate agency, if needed.
- Assists in coordinating participant transportation.
- Collects and deposits daily donations.

- Performs other duties as assigned or as needed.
- Demonstrates dependable attendance.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with 1-2 years public service experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain Safe Serve Certification required. Previous food service experience and/or experience with elderly preferred.

**Other Requirements**

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date